



# TOWN POLICY

## ADMINISTRATION POLICY:

# Sick Leave Policy

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-059

**APPROVAL:**   
Jeff Shaw

**EFFECTIVE DATE:** October 27, 2009  
**SUPERSEDES:** Policy #S-56  
**UP FOR REVIEW:** December 19, 2021

### Policy Statement:

The Town of Cardston shall provide the following program to assist employees who are absent from the workplace due to illness or injury. Employees have a responsibility to make every effort to ensure that they return to work in a state of health and well-being which will enable them to perform their job to the best of their abilities.

### The purpose of this policy is to:

1. Define Sick Leave
2. Determine Return to Work guidelines;

### Sick Leave Defined

- Sick leave is defined as a benefit for every employee who comes under the terms of the Employee Association agreement the opportunity to be absent from work, but still receive full wages and benefits while recovering from an illness or injury for a period of time not exceeding the accumulated sick leave credit.
- Sick leave is reserved for employee's personal use only and cannot be used for assisting family or friends during their sickness. Annual personal leave is appropriate for tending to friends or family. Sick leave is also reserved for recovery from illness or injury and not intended for general personal or recreational use.
- Medical, Dental, Chiropractic, or Therapy appointments may be considered Sick time, however travel time to such practitioners does not qualify. Travel time may be considered applicable if the employee must travel to a specialist as referred by their family doctor. Such discretion is to be approved by the employees Supervisor (or designate).

### Return to Work (RTW)

- The Town of Cardston will provide reasonable accommodation for the employee who may be able to return to work on a part-time basis with or without restrictions.





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- Prior to a return to work following an injury or illness-related absence of more than 2 weeks (10 days), the employee may be required to provide a written statement to Human Resources from their Medical Doctor that outlines:
  - a. The employee is able to return to work on a full-time basis without restrictions; or
  - b. The employee is able to return to work, with the nature and duration of any work restrictions described.
- Employees returning to work with restrictions must contact and work with Human Resources prior to coming to work.
- For employees who are absent from the workplace due to illness or injury, the Town of Cardston will support a proactive and collaborative return to work program. Employees have a responsibility to participate in such a program, if possible, in light of their medical condition. The program will involve the joint efforts of the employee, the employee's Medical Doctor, the Supervisor (or designate), and Human Resources.
- If the return to work program involves assessments of physical ability by Human Resources or an independent third party, the costs of these assessments shall be paid fully by the Town of Cardston.
- In all cases, the return to work program shall be consistent with the parties' duty to reasonably accommodate an employee's handicap, short of unreasonable hardship.

## **Other**

- Sick leave accrual, sick leave reporting, and all other details concerning this issue will be as per the Employee Association agreement.

